

# Become Qualified with Your BSB51615 + BSB50415 Diploma of Quality Auditing + Diploma of Business Administration

This training is  
subsidised by the  
NSW Government

Limited places  
available, apply  
today!



## Your Course At a Glance...

Complete your Diploma of Quality Auditing + Diploma of Business Administration at Australia's Leading Management Training Company.

**Course Code:** BSB51615 + BSB50415

**Duration:** 6-12 months (depending on experience)

**Delivery:** Online + Unlimited Phone Sessions

**Nationally Recognised:** Yes

**Entry Requirements:** Over 21

## Example of Practical Units in a Diploma:

**Participate in a Quality Audit** BSBAUD402  
**Manage Personal Work Priorities and Professional Development** BSBWOR501  
**Facilitate Continuous Improvement** BSBMGT516  
**Manage Meetings** BSBADM502  
**Plan and Implement Administrative Systems** BSBADM504  
**Manage Business Document Design and Development** BSBADM506  
**Plan and Manage Conferences** BSBADM503  
**Undertake Project Work** BSBPMG522  
**Initiate a Quality Audit** BSBAUD501  
**Report on a Quality Audit** BSBAUD504  
**Lead a Quality Audit** BSBAUD503

## Administrative Officer, Senior Office Staff, Executive Assistant, Personal Assistant, Human Resources Staff...

This practical program provides skills and knowledge around Quality Auditing and Quality Management Systems and support so that you can make changes and have your team or department or organisation thriving. Designed for busy people, you can study at your own pace and become qualified. With flexibility built in at every stage, you can maintain your worklife balance while building your future and advancing your Career.

### Why complete this course with Global Training Institute?

Becoming qualified in Quality Auditing is now considered a MUST have for a successful career in Quality Auditing and Quality Systems management. Qualified administration staff are in high demand in Australia and in many other countries.

### When you train with us, you get:

- Training that is designed to fit in around your busy work/home life.
- Gain recognition for the Management skills you already have
- Online access 24/7 to resources and assessments
- Regular and UNLIMITED phone sessions with Trainer (day or evening)
- Training and Assessments that relate to your work and industry
- No heavy theory. No Essays. No Exams
- a 'tool-kit' of management, resources, templates, information and skills
- Strong support from office staff, Trainers and your own Completion Coach
- Help You need towards a promotion or better job or even towards further studies

### Course Outcomes- Where will it Lead Me?

**Gain Your Quality Auditing Qualification and use it to Advance Your Career**

- Once completed you will be equipped with:
- Your Diploma of Quality Auditing + Diploma of Business Administration & letters after name (DipBusAdmin + DipQA)
  - Eligibility for a membership with Professional Associations, such as Institute of Internal Auditors Australia
  - Your Career Plan (developed for the next 2 -5 years)
  - Your Resume updated
  - New belief in your skills and yourself
  - In-depth understanding of your own personality, management, leadership and work styles
  - New skills and knowledge around the subjects



"I have been able to put the learnings from this unit into practice immediately and make a positive influence on change and growth in the company I work in. Also the case studies of the course content enable practical application and provide a good learning tool to put the material in to practice. I would recommend this course to others particularly given that you can set the pace yourself."

Timothy Kelly



## How Much Will It Cost? - NSW Funded.

There is lots of funding available at the moment: subsidies, payment plans, government grants that may make your course 100% FREE or at least pay \$0 upfront to start....

You are welcome to have a browse of the 'funding options' page here, but you'll probably find more than one that will fit you.

To see what you are eligible for, either do the **quick quiz** on that page or just give us a call on 1800 998 500 and we will work out the best option for you.